



ACCOUNTING SPECIALIST 1 JOB DESCRIPTION

Salary Range: \$42,200 to \$52,400 Annually

Summary

Under the general supervision of the Accounting Manager, the Accounting Specialist 1 is to assist with the day-to-day responsibilities of the Accounting Department, with emphasis on completing Accounts Payable duties, including controlling expenses received, verifying, processing, reconciling invoices and making payments.

Essential Duties and Responsibilities

- Ensure that District safety, policy and regulatory standards are met at all times and maintain zero preventable accidents.
- Perform Accounts Payable entries.
- Process check requests.
- Match invoices to checks, obtain all signatures for checks, and distribute checks accordingly.
- Audit and process credit card bills.
- Prioritize invoices per cash discount potential and payment terms.
- Communicate with vendors in a professional manner.
- Process 1099's at year end.
- Maintain the Purchase Order Processing System.
- Maintains files and documentation in accordance with company policy and accepted accounting practices.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Handle calls from the public when other staff is not available.
- Performs other duties as required.

Qualification Requirements

Knowledge of:

- Double entry accounting procedures.
- Reconciling accounts.
- Accounting software and it's uses.
- MS Word, Excel and 10 key by touch.
- Innovative and creative approaches to problem solving, planning and implementation.

Ability to:

- Type 60 – 65 words per minute.
- Independently manage multiple projects and prioritize tasks.
- Read and write effectively.
- Complete work on schedule.
- Occasional administrative needs of the department.
- Handle large amounts of data entry.
- Communicate effectively,
- Perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.

Education and Experience

Education: A High School diploma, with the completion of a Bookkeeping/Accounting Certification program.

Experience: A minimum of one (1) year accounting experience.

Or any combination equivalent to experience and education that could likely provide the desired knowledge and abilities.

Certificates, Licenses, Registrations

Must have a valid Class C or higher driver's license, and a clean DMV report

Physical Demands

- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication.
- Must be able to lift 5 pounds.
- Use of office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction

Work Environment

- Inside environmental conditions.
- Inside lighting.
- Noise of an open floor plan.